

**CALIFORNIA ARTS COUNCIL  
GRANT INVOICE INSTRUCTIONS**

CAC-575 is used to request payments for CAC grants. **NOTE: Before using, please reproduce this form for future invoicing purposes.**

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**PART A - GRANT INFORMATION**

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Complete all lines. Check the type of request for which you are invoicing.

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**PART B – 75% PAYMENT**

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Complete Part B if you are requesting a payment for 75% of the grant award. To calculate your payment amount, multiply your grant award amount by 75%.

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**PART C– FINAL 25% PAYMENT**

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Complete Part C if you have done **ALL of the following**:

1. Submitted (or attached) a final report. (Reporting requirements are outlined in the *Grant Agreement Terms and Requirements*.)
2. Submitted (or attached) the "NEA Grants Activity Survey".

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**CERTIFICATION**

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Original signature is required. Please do not use a black ink pen when signing. Photocopies will be returned. If phone number space is not completed, questions on invoice will be returned in writing. This will cause delays in processing.

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL TAMMY NG AT (916) 322-6371 OR  
TIM WILSON AT (916) 322-6593.

**MAIL INVOICE TO:**

CALIFORNIA ARTS COUNCIL  
ACCOUNTING SECTION  
1300 I STREET, SUITE 930  
SACRAMENTO, CA 95814